

**NURSING HOME ADMINISTRATOR EXAMINING BOARD  
MINUTES  
March 16, 2006**

**PRESENT:** Mary K. Lease, Susan Kinast-Porter, David Egan, Mary F. Pike, Patricia Schulz (by phone), and Paul Peshek

**EXCUSED:** Jerry Shallock, Mary Ann Clark, Kenneth Arneson, Loreli Dickinson

**STAFF PRESENT:** Tim Wellnitz, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Gina York, Bureau Assistant; and Division of Enforcement Staff

**CALL TO ORDER**

David Egan, Chair, called the meeting to order at 10:03 a.m. A quorum of six members was present.

**AGENDA**

**Additions to Agenda:**

- Add Clearinghouse Report to Agency
- Add Case Closing 03 NHA 026

**MOTION:** Patricia Schulz moved, seconded by Mary Lease, to approve the agenda as amended. Motion carried unanimously.

**ELECTION OF OFFICERS FOR 2006**

**MOTION:** Mary F. Pike moved, seconded by Mary Lease, to nominate David Egan for Chair. Motion carried unanimously.

**MOTION:** Mary Lease moved, seconded by Mary F. Pike, to nominate Mary Ann Clark for Vice Chair. Motion carried unanimously.

**MOTION:** Susan Kinast-Porter moved, seconded by Mary F. Pike, to nominate Mary Lease for Secretary. Motion carried unanimously.

At today's meeting David Egan was appointed as the Credentialing Liaison who will also be the contact regarding continuing education questions.

**APPOINT BOARD'S REPRESENTATIVES TO SCREENING PANEL BY BOARD CHAIR**

The Chair appointed Mary Ann Clark and Jerry Shallock to the screening panel.

## **APPROVAL OF MINUTES (DECEMBER 8, 2005)**

**MOTION:** Mary F. Pike moved, seconded by Patricia Schulz, to approve the minutes of December 8, 2005 as amended. Motion carried unanimously.

### **ADMINISTRATIVE REPORT TIM WELLNITZ, BUREAU DIRECTOR**

Mr. Wellnitz reviewed with the Board the annual policies, the summary reports, 2006 meeting and screening dates.

#### **Annual Policy Review with Board**

Tim Wellnitz, Director of Business and Design, did an annual review of department policies with the Board at today's meeting. They are as follows:

- 1) Agendas and Addendums Policy: This policy was reviewed with the Board and it was clarified with them that agenda items could be submitted up to three weeks before the upcoming scheduled meeting date. After that deadline, an addendum would be required. An addendum is used only to post items that are of an urgent nature and cannot wait until the next meeting. This should be a rare occurrence and not the norm in preparing meeting agendas. Items that do not qualify as an urgent item will be considered for the next meeting agenda and will be part of that meeting's posting.
- 2) The Quorum Confirmation Policy: This policy was reviewed with the Board and it was clarified with them that if we do not hear from board members we would assume they will be attending the meeting. We will not be checking for a quorum each time. Only if we are contacted by two or more individuals indicating they will not be able to attend an upcoming scheduled meeting will we contact Section members to verify a quorum.
- 3) The Hotel Policy: This policy was reviewed with the Board regarding hotel room reservations for all meetings. The hotel policy is as follows:

### **DEPARTMENT POLICY**

1. If the Board Member is not going to use the reserved hotel room, it is the responsibility of the Board Member to cancel the room by calling the hotel themselves. If the room is not cancelled, the Board Member would be responsible to pay the bill.
2. If we cancel a meeting because of lack of quorum or no business, it should be our responsibility to cancel any room reservations.

- 4) Travel Rules and Policies: Annual meetings, intent to travel, In-State and Out-of-State travel were discussed and handouts were provided indicating the allowances for travel and limitations on in-state and out-of-state travel. The Board gets one annual meeting a year in which a designee can attend. Board approval is required to attend such annual meetings and the paperwork for the intent to travel would need to be submitted prior to attending.

### **2006 Meeting & Screening Dates**

The Board received a copy of their 2006 meeting and screening dates for their records and to use as a reference.

### **Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules and Press Releases**

The Board reviewed the summary reports with Tim Wellnitz, Director of Business and Design Professions, at today's meeting,

### **PRESENTATION OF PROPOSED STIPULATIONS BY DIVISION OF ENFORCEMENT OR ANY SUBMITTED AFTER PRINTING OF THE AGENDA**

There was one stipulation presented before the Board at today's meeting.

### **LEGISLATIVE/ADMINISTRATIVE RULES UPDATE**

#### **Public Hearing - Proposed Administrative Rules Relating to Continuing Education Requirements - 9:45 a.m.**

A public hearing at 10:15 a.m. regarding the proposed administrative rules relating to continuing education requirements. There was no opposition at today's hearing.

### **CLEARINGHOUSE REPORT TO AGENCY**

**MOTION:** Susan Kinast-Porter moved, seconded Mary Lease, to accept the clearinghouse report and the additional changes identified and made by Pamela Haack. Motion carried unanimously.

**MOTION:** Patricia Schulz moved, seconded by Mary Lease, to nominate

David Egan to review the report to the legislature and if acceptable approve prior to submitting it to the legislature. Motion carried unanimously.

**Assembly Bill 32, Proposed Revisions to Ch. 456, Wis. Stats.**

Mr. Wellnitz updated the Board on the history of Assembly Bill 32 and informed them that this bill will need to be reintroduced in the next legislative session. He will continue to monitor this legislation and place it on the agenda next year if the bill is reintroduced.

**NAB (NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF  
LONG TERM CARE ADMINISTRATORS)**

Informational.

**CHANGES IN ADMINISTRATION OF “COMPUTER BASED TESTING AGREEMENT”  
(FYI)**

Informational.

**NEW BUSINESS**

None.

**BOARD MEMBER ACTIVITY**

David Egan will be attending the convention in June 2006. Tim Wellnitz will verify the status of his travel request.

**VISITORS COMMENTS**

None.

**CLOSED SESSION**

**MOTION:** Patricia Schulz moved, seconded by Mary Lease, to convene the meeting in Closed Session pursuant to sections 19.85(1)(a), (b), (f) and (g), Wis. Stats.: to consider the licensing or discipline of a person licensed by the Board or the investigation of charges against such a person, and to discuss the case status report and case closings. Roll Call Vote: Mary F. Pike-yes; David Egan-yes; Susan Kinast-Porter-yes; Mary Lease-yes; Patricia Schulz-yes; Paul Peshek-yes. Motion carried unanimously.

Open Session recessed at 11:04 a.m.

**RECONVENE IN OPEN SESSION**

**MOTION:** Susan Kinast-Porter moved, seconded by Mary Lease, to reconvene in Open Session at 11:28 a.m. Motion carried unanimously.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MONITORING REPORT OR ANY SUBMITTED AFTER MAILING OF AGENDA**

None.

**CASE CLOSINGS AND CASE STATUS REPORT OR ANY SUBMITTED AFTER  
MAILING OF AGENDA**

**03 NHA 010**

**MOTION:** Mary Lease moved, seconded by David Egan, to close case 03 NHA 010 for (P5). Motion carried unanimously.

**03 NHA 017**

**MOTION:** David Egan moved, seconded by Mary Lease, to close case 03 NHA 017 for (N2). Motion carried unanimously.

**03 NHA 022**

**MOTION:** Patricia Schulz moved, seconded by David Egan, to close case 03 NHA 022 for (N2). Motion carried unanimously.

**03 NHA 028**

**MOTION:** Patricia Schulz moved, seconded by David Egan, to close case 03 NHA 028 for (P3). Motion carried unanimously.

**04 NHA 015**

**MOTION:** Patricia Schulz moved, seconded by Mary Lease, to close case 04 NHA 015 for no violation. Motion carried unanimously.

**03 NHA 026**

**MOTION:** David Egan moved, seconded by Mary Lease, to close case 03 NHA 026 for no violation. Paul Peshek reclused himself from deliberation and voting. Motion carried unanimously.

**DELIBERATION ON PROPOSED STIPULATIONS OR ANY SIGNED AFTER MAILING  
OF AGENDA**

None.

**DELIBERATION OF PROPOSED STIPULATION**

**VICTORIA A. HALL 03 NHA 029**

**MOTION:** Mary Lease moved, seconded by David Egan, to adopt the Findings of Fact, Conclusions of Law, Order, and Stipulation, in the matter of Victoria A. Hall. Motion carried unanimously

**DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS OR ANY RECEIVED  
AFTER PRINTING OF AGENDA**

None.

**PROPOSED DECISION OR ANY SIGNED AFTER PRINTING OF AGENDA**

None.

**DELIBERATION ON DISCIPLINARY ACTIONS SIGNED AFTER PRINTING OF AGENDA**

None.

**PETITIONS FOR REHEARING RECEIVED AFTER THE MAILING OF AGENDA**

None.

**REQUEST FOR CLASS 1 HEARINGS OR ANY REQUESTED AFTER PRINTING  
OF AGENDA**

None.

**APPLICATION REVIEW OR ANY SUBMITTED AFTER PRINTING OF AGENDA**

None.

**REINSTATEMENT REQUESTS OR ANY SUBMITTED AFTER PRINTING OF AGENDA**

None.

**EXAMINATION ISSUES**

None.

**CONSULTING WITH LEGAL COUNSEL**

Noted.

**ADJOURNMENT**

**MOTION:** Patricia Schulz moved, seconded by Mary Lease to adjourn the meeting at 11:40 a.m. Motion carried unanimously

**NEXT MEETING: June 8, 2006**